Oving Parish Council, West Sussex
Parish Clerk and Responsible Financial Officer (RFO)

Oving Parish Council is seeking an enthusiastic and committed Parish Clerk and Responsible Financial Officer to support the Council in serving the communities of Oving, Shopwyke, Drayton, Merston and Colworth.

This is a key role responsible for ensuring the effective day-to-day administration of the Council and supporting councillors in delivering services to the parish.

The Clerk will act as the Council's Proper Officer and Responsible Financial Officer, ensuring the Council operates in accordance with statutory requirements and good governance. Duties include preparing agendas and minutes, managing correspondence, advising councillors on governance matters and implementing council decisions.

The Parish Council manages a number of community assets including recreation grounds, play areas, bus shelters, noticeboards and defibrillators, and responds to planning applications and consultations affecting the parish.

The Clerk will oversee the Council's finances and budgeting and work alongside a part-time bookkeeper who maintains the Council's accounts using the Scribe accounting system.

Hours: 15 hours per week including attendance at evening council meetings.

Salary: In accordance with the NJC for Local Government Services pay scales, LC2 SCP 26–30 (£34,834 – £38,223 FTE) depending on experience and qualifications, pro rata for 15 hours per week.

Benefits include flexible working hours, primarily home-based working, 28 days annual leave (pro rata) and enrolment in the Local Government Pension Scheme.

Applicants must hold the CiLCA qualification and demonstrate strong organisational, administrative and financial management skills. Experience of working within local government would be advantageous.

Applications from experienced clerks, deputy clerks or those working towards higher professional qualifications are welcomed.

Council meetings are normally held in person at Jubilee Hall, Oving.

For further information or an informal discussion please contact:
Tracy Predeth, Parish Clerk
clerk@ovingcommunity.org.uk Closing date for applications: 19 April 2026

Applications should include a CV and covering letter.